



FEMA

POSITION TASK BOOK FOR THE POSITION OF

National Qualification System
URBAN SEARCH AND RESCUE (US&R) TASK
FORCE LEADER

URBAN SEARCH AND RESCUE (US&R) TASK FORCE LEADER

1. Competency: Assume position responsibilities

Description: Successfully assume the role of US&R Task Force Leader and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Collect information from outgoing US&R Task Force Leader or other personnel responsible for the outgoing Task Force: <ul style="list-style-type: none"> • Information on incident relevant to the assignment or group's activities • Information on the Incident Command System (ICS) organizational structure 	E, F, I		
2. Obtain initial briefing from the Division/Group Supervisor, Branch Director, Operations Section Chief, or Incident Commander: <ul style="list-style-type: none"> • Obtain current action plan or other relevant plans 	E, F, I		

1b. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Coordinate with functional US&R resources within the incident management structure: <ul style="list-style-type: none"> • Participate in operational and functional area briefings 	E, F, I		
4. Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> • Incident Management Team (IMT), if applicable • Incident Support Team • Authority Having Jurisdiction (AHJ) • Public 	E, F, I		

1c. Behavior: Ensure availability, qualifications and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Review the action plan, other relevant plans, or Resources Unit records to identify resources assigned: <ul style="list-style-type: none"> • Location and status of Task Force resources • Resource identifier, if assigned • Supervisor name and contact information • Resource kind, type, and quantity 	E, F, I		

1d. Behavior: Successfully assume the role of US&R Task Force Leader and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Initiate and maintain Task Force activity log (ICS-214): <ul style="list-style-type: none"> • Complete activity log and use to support shared situational awareness • Transfer activity log information to other documents, positions, and displays 	E, F, I		

***1e. Behavior:* Establish or determine organization structure, reporting procedures, and chain of command of Task Force resources**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Determine Task Force resource requirements: <ul style="list-style-type: none"> • Request and document personnel changes • Seek and gain Section Chief and AHJ approval for personnel actions 	E, F, I		
8. Organize functional Task Force resources to successfully meet incident/tactical objectives: <ul style="list-style-type: none"> • Search • Rescue • Hazardous Materials (HazMat) • Medical • Logistics • Planning 	E, F, I		

2. Competency: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

2a. Behavior: Transfer position duties while ensuring continuity of authority and knowledge and while taking into account the increasing or decreasing incident complexity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Coordinate an efficient transfer of position duties during operational period transitions: <ul style="list-style-type: none"> • Inform Task Force personnel and supervisor • Communicate with incoming personnel concerning when and where transition of positions will occur • Conduct transition effectively • Document follow-up actions 	E, F, I		
10. Provide a face-to face-briefing to the individual replacing you as the Task Force Leader during operational period transitions: <ul style="list-style-type: none"> • Discuss current conditions, concerns, and actions • Identify potentially hazardous conditions 	E, F, I		

2b. Behavior: Plan for demobilization and ensure staff follow demobilization process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Complete process for demobilizing Task Force responsibilities: <ul style="list-style-type: none"> • Reinforce emphasis on safety and accountability during this phase of the operations • Brief subordinate staff on demobilization responsibilities • Ensure all subordinate staff demobilize in a timely and complete manner • Demobilize equipment, as necessary • Brief replacement, if necessary 	E, F, I		
12. Ensure the development and implementation of demobilization plan: <ul style="list-style-type: none"> • Coordinate with supervisor during development and implementation • Coordinate with appropriate partners regarding demobilization procedures • Coordinate Task Force needs and responsibilities • Provide information to supervisor to assist with decisions on release priorities 	E, F, I		
13. Participate in incident closeout and After Action Review (AAR).	E, F, I		

2c. Behavior: Execute assigned tasks, assess progress, and make necessary adjustment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
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14. Adjust tactics in response to opportunities or problems encountered.	E, F, I		
15. Apply a continuous risk management process: <ul style="list-style-type: none"> • Situational awareness • Hazard assessment • Hazard control • Decision point • Evaluation 	E, F, I		
16. Determine appropriate tactics.	E, F, I		
17. Determine need for assistance: <ul style="list-style-type: none"> • Identify need for additional assistance by monitoring work progress or obtaining reports from subordinates. • Coordinate with Division/Group Supervisor, Branch Director or Operations Section Chief and request assistance according to procedures discussed in briefing 	E, F, I		
18. Identify and communicate logistical support needs: <ul style="list-style-type: none"> • Review action plan's logistics elements to determine whether they meet operational needs. • Maintain documentation of accountable property assigned to the Task Force. • Anticipate and resolve logistical needs 	E, F, I		
19. Identify appropriate resources required to achieve objectives.	E, F, I		
20. Implement objectives and special instructions for Task Force: <ul style="list-style-type: none"> • Monitor work progress, compare accomplishments against set objectives, and evaluate incident situation • Evaluate different uses of resources based on tactical needs within Task Force • Develop recommendations for next operational period 	E, F, I		

3. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

3a. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
21. Participate in the development alternate plan based on strategies, control objectives, and type of resources available	E, F, I		
22. Participate in the preparation of other necessary relevant plans for Task Force: <ul style="list-style-type: none"> • Demobilization plan • Evacuation plan • Continuity of Operations (COOP) plan • Contingency Plans • Incident within an incident plan(s) 	E, F, I		
23. Participate in the preparation of the action plan, planning meeting agenda, and strategic plan for the next operational period: <ul style="list-style-type: none"> • Update Division/Group Supervisor on current situation • Help set priorities for next operational period • Determine tasks and work assignments for next operational period • Advise on current capabilities and limitations • Determine resource needs or excess 	E, F, I		

3b. Behavior: Ensure the exchange of relevant information during briefings and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
24. Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
25. Inform Division Supervisor, Branch Director or Operations Section Chief as appropriate: <ul style="list-style-type: none"> • Conditions affecting Task Force operations • Hazardous conditions • Situation status in assigned work area • Unresolved conflicts with adjacent resources. • Duplicate resources operating in the same area 	E, F, I		
26. Obtain periodic reports from subordinates and adjacent resources on progress.	E, F, I		
27. Provide subordinates tactical briefings: <ul style="list-style-type: none"> • Discuss alternate plan based on strategies, control objectives, and type of resources available 	E, F, I		

3c. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
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28. Ensure that incident documentation and administrative requirements are complete, as the Operations Section Chief or IC requires: <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted 	E, F, I		
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3d. Behavior: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
29. Communicate priorities, objectives, and any changes throughout the Task Force: <ul style="list-style-type: none"> • Maintain shared situational awareness throughout the Task Force 	E, F, I		
30. Ensure functional areas provide timely feedback in response to requests for information.	E, F, I		
31. Monitor Task Force support status and develop alternate strategies to meet incident objectives: <ul style="list-style-type: none"> • Advise assigned staff of significant changes in incident status that may affect them 	E, F, I		
32. Report unexpected occurrences (such as injuries, illnesses, accidents, political contacts, property loss or damage): <ul style="list-style-type: none"> • Ensure standard information contains nature of event, location, magnitude, personnel involved, initial action taken, and appropriate subsequent action • Protect Personally Identifiable Information (PII) while reporting 	E, F, I		

4. Competency: Lead Task Force personnel

Description: Influence, lead, and direct Task Force personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
33. Coordinate across functional areas: <ul style="list-style-type: none"> • Search • Rescue • HazMat • Medical • Logistics • Planning 	E, F, I		
34. Coordinate activities with adjacent resources: <ul style="list-style-type: none"> • Review Task Force assignments to determine specific areas or tasks requiring coordination • Maintain communications with adjoining resources 	E, F, I		
35. Establish cohesiveness among Task Force resources. <ul style="list-style-type: none"> • Promote an environment of open communication • Demonstrate and encourage commitment to the team and mission • Set expectations for accountability • Focus on the team result 	E, F, I		

4b. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
36. Exhibit principles of duty, respect, and integrity: <ul style="list-style-type: none"> • Be proficient in the job, both technically and as a leader • Make sound and timely decisions • Supervise staff to ensure they understand and can accomplish duties and tasks • Train and mentor assigned subordinates • Keep Task Force personnel informed • Seek and accept responsibility for actions 	E, F, I, J		

4c. Behavior: Establish work assignments and performance expectations, monitor performance and provide feedback

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
37. Determine Task Force resources' ability to complete assignment within time frame and provide feedback through the chain of command.	E, F, I		
38. Ensure that subordinates understand assignment for each operational period.	E, F, I		

39. Evaluate the performance of Task Force personnel and ensure that staff: <ul style="list-style-type: none"> • Implement assigned portions of the action plan • Recommend resources within the assigned area of operations • Report on the progress or control of Task Force operations • Report on status of resources within the Task Force 	E, F, I		
40. Manage assignments based on action plan or relevant plan: <ul style="list-style-type: none"> • Assign responsibilities for segments within the assigned operations area • Predict and track the burn rate of Task Force activities • Communicate assignments and burn rates to Branch Directors, Division/Group Supervisors and Unit Leaders, if applicable 	E, F, I		
41. Periodically evaluate personnel status and operational needs to determine whether personnel assignments are appropriate: <ul style="list-style-type: none"> • Assign personnel or teams depending on the needs of the Branch Directors, Division/Group Supervisors and Unit Leaders, if applicable • Provide for functional and geographical supervision as necessary 	E, F, I		

4d. Behavior: Ensure the health, safety, welfare, and accountability of Task Force personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
42. Comply with relevant health and safety requirements: <ul style="list-style-type: none"> • Direct operations based on health and safety considerations and guidelines • Ensure that Task Force personnel follow safety guidelines appropriately • Spot check operations to ensure compliance with safety considerations • Account for Task Force resources 	E, F, I		
43. Evaluate mental and physical fatigue of Task Force personnel and make resources available to support: <ul style="list-style-type: none"> • Appropriate work/rest ratio • Crisis counseling 	E, F, I		